



Bi-Weekly Project Status Report
8/14/2015 – 8/28/2015

Submitted by Auxiliary Services, IT

Submitted On 8/28/2015

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1 Discovery Project Summary

Priority	Project Name	Requestor	Description
1	TSP – Update maps	Tony Mazza	Add maps to website showing similar map to housing for consistency.
1	HR – Document Scanning Project Discovery	Barbara Sladeck	Select a vendor and gather project cost information for review and approval
1	HSP – Marketing Services Project Tracking	Erika Chesley	Implement the ZenDesk ticketing tracking system to track all new and reprint requests for HSP marketing services.
1	AS – Radio System Discovery Project (HSP, BKS, HOU, TSP, RAD, COL)	Mark Ewalt	DPS is discontinuing support of the current radio system. Perform discovery to determine usage of system by AS BU’s and suggest replacement projects.
1	COL – Coliseum Website – Phase6 Enhancements	Joe Furin	Add new features such as photo gallery, photo albums, interactive discussion blog, history timeline, private events and tours page
1	AS Contract Management System	Mark Ewalt	Create a project to have all AS BU’s enter contract information in to the Merrill Datasite system
1	COL – USC Network Usage Infrastructure Policy Map and Gap	Joe Furin	To prepare for the upcoming University audit perform an Internal assessment of adherence to USC policy and create a mediation list to be prioritized by the COL
1	TSP - Enhance Transportation website maps with safety Information	Tony Mazza	Add maps to websites containing safety information.
1	BKS – Additional payment option on BKS website	Rehab Khouri	dd USCard payment option to the USC Bookstore website
1	TSP – Online Daily Reservation Edits/Deletes	Tony Mazza	Update Online Daily Reservation System so that users are able to edit and delete their existing reservations (with integration to T2)
1	COL – Mobile Website	Joe Furin	Create a mobile website for Los Angeles Memorial Coliseum & Sports Arena
2	HSP – Rewrite The Lab website	Erika Chesley	Rewrite The Lab website using the same template as The Edmondson
2	SS - USC Network Infrastructure Usage Policy pre-audit remediation (BKS, HSP, TSP, HOU, RAD)	Mark Ewalt	To prepare for upcoming University audit perform internal (AS IT) audit of remainder of business units for compliance to USC IT policy

2	HOU – Implement Meeting Room tablets	Keenan Cheung	Mount tablets to each meeting room door so requesters can view availability
2	BKS – Mobile app for catalog	Darren James	Create a mobile app for catalog
2	BKS – Create separate websites for Stanford, San Fran State and others to replace OsCommerce	Darren James	Create separate websites for schools to offer functionality to replace OsCommerce
2	UCP – Online Copyright Clearance Center	Darren James	Offer online solution to replace the current software that was initially written around 1990 in older version of VR, which now has limitations that either makes it impossible or difficult to incorporate new functions and to streamline daily functions with CCC.
2	HR – HR Website	Barbara Sladeck	Create a new website for HR
3	HSP – Create a Mobile App	Kris Klinger	Create a mobile app for USC Hospitality
3	HOU – Mobile Website	Keenan Cheung	Implement a Mobile Website for USC Housing
3	MonoPad Post Installation Support Plan	Keenan Cheung	Create a support plan for the installed MonoPads
3	BKS – Electronic Shelf Tag	Darren James	Implement a system to use electronic merchandise tags
3	BKS – Redesign Gamble House Bookstore	Darren James	Gamble House website is changed with the new design so the bookstore would like to match the Gamble House bookstore website to the Gamble House website
3	AS Energy Consumption Data Repository	Mark Ewalt	Create a data repository to collect historical energy usage for historical/as hoc reporting purposes
TBD	USC –Admin Ops (CAPS) Event Planning Website	Mark Ewalt	Rewrite the existing Event Planning Website, written by Admin Ops (CAPS), used by USG, FMS, DPS, Fire & Safety, USC Hospitality, USC Transportation, Campus Filming, Protocol & Events, and Student Affairs.
TBD	HOU – Integration with USCard and StarRez for Persona locks	Chris P.	Create a process to capture room card information from USCard to store in StarRez to make it available for Persona.
TBD	HOU – StarRez Web Server Upgrade	Maria Catindig	We will need to upgrade StarRez server from Windows 2003 to Windows 2008 in order to be able to implement the latest StarRez application and comply with PCI requirements since Microsoft does not provide security patches with Windows XP machines.

TBD	AS – Add eCommerce to Figueroa Press	Darren James	Currently Figueroa Press users USC Bookstore’s eCommerce website to purchase books from Fig Press website. Figueroa Press would like to add eCommerce functionality to their website.
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2 Active Project Summary

Project	Project Name	Status	Assessment
3	HSP – ZenDesk Marketing Request System	On Target	Target Project Completion Date – 9/30/2015
4	TSP – Luke Pay Station Upgrade (EMV)	On Target	Target Project Completion Date – 12/1/2015
5	TSP – Fuel Station Dispenser Upgrade (EMV)	On Target	Target Project Completion Date – 10/1/2015
6	HSP – Agilysys POS System Upgrade	On Target	Target Project Completion Date – 9/21/2015
7	SS – AS DataMart Discovery Project	On Target	Target Project Completion Date – 9/30/15
8	HSP – Event Planning Website	On Target	Target Project Completion Date – *2016
9	BKS – Create a Mobile Friendly Website	On Target	Target Project Completion Date – 12/31/2015
10	BKS – Online Computer Store	On Target	Target Project Completion Date – 10/18/2015
11	TSP – Update Transportation App for IOS and Android	On Target	Target Project Completion Date – 9/30/2015
12	SS – Kronos (Purchase & Implementation of addition time clocks)	On Target	Target Project Completion Date – 9/30/2015
13	SS – Kronos Timekeeping Scheduler Module Implementation	On Target	Target Project Completion Date – 12/18/2015
14	SS – Kronos Custom Time Edit Report	On Target	Target Project Completion Date – 9/30/2015
15	UCP – Create a new website for EMBA	On Target	Target Project Completion Date – 12/31/2015

3 HSP – ZenDesk Marketing Request System

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning													
IT Project Manager: Frank Juarez	Business Project Owner: Erika Chesley												
Start Date: 6/10/2015	Target Completion Date: 9/30/2015												
<p>The USC Hospitality Marketing organization is responsible to provide marketing services for all Hospitality units. Currently requests come via email, phone calls, or verbally and are manually tracked.</p> <p>The purpose of this project is to implement an automated ticketing system for USC Hospitality that will be used by the Hospitality shared services teams; Marketing and Systems Support. When fully implemented this project will provide Marketing and Systems support with an automated ticketing system to track requests in a database, log service request activity, and provide reporting for all active and closed tickets.</p>													
Accomplishments (for previous two weeks)													
<ul style="list-style-type: none"> • Held Kickoff Meeting • Received approval for consultant • Held initial call with consultant 													
Planned for Next Two Week													
<ul style="list-style-type: none"> • System Design Document • Updated project timeline 													
Open Issues													
<ul style="list-style-type: none"> • N/A 													
Milestones													
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Discovery end Date</td> <td>6/10</td> <td>9/18</td> </tr> <tr> <td>Vendor Statement of Work</td> <td>8/29</td> <td>9/18</td> </tr> <tr> <td>Logical DataMart Entity Relationship Diagram</td> <td>9/18</td> <td>10/8</td> </tr> </tbody> </table>		Milestone	Start Date	End Date	Discovery end Date	6/10	9/18	Vendor Statement of Work	8/29	9/18	Logical DataMart Entity Relationship Diagram	9/18	10/8
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Vendor Statement of Work	8/29	9/18											
Logical DataMart Entity Relationship Diagram	9/18	10/8											

4 TSP – Luke Pay-Station Upgrade

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning																
IT Project Manager: Ruben Khudaverdyan		Business Project Owner: Gabe Badillo																
Start Date: 7/27/2015		Target Completion Date: 12/1/2015																
<p>With the upcoming Europay MasterCard Card (EVM) Liability shift USC Transportation has decided to upgrade the current dispensers with EMV ready card readers.</p> <p>EMV technology protects payments by generating a unique, one-time code needed for the transaction to be approved. This feature makes it virtually impossible to counterfeit cards, helping to eliminate fraud.</p>																		
Accomplishments (for previous two weeks)																		
<ul style="list-style-type: none"> Project approved 																		
Planned for Next Two Week																		
<ul style="list-style-type: none"> Create PO and process the order 																		
Open Issues																		
<ul style="list-style-type: none"> N/A 																		
Milestones																		
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Vendor SOW Review</td> <td>7/27</td> <td>8/16</td> </tr> <tr> <td>Scope Doc</td> <td>9/5</td> <td>9/25</td> </tr> <tr> <td>Luke Pay Station Implementation</td> <td>11/24</td> <td>12/14</td> </tr> <tr> <td>EMV Reader Installation</td> <td>1/23</td> <td>2/12</td> </tr> </tbody> </table>				Milestone	Start Date	End Date	Vendor SOW Review	7/27	8/16	Scope Doc	9/5	9/25	Luke Pay Station Implementation	11/24	12/14	EMV Reader Installation	1/23	2/12
Milestone	Start Date	End Date																
Vendor SOW Review	7/27	8/16																
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EMV Reader Installation	1/23	2/12																

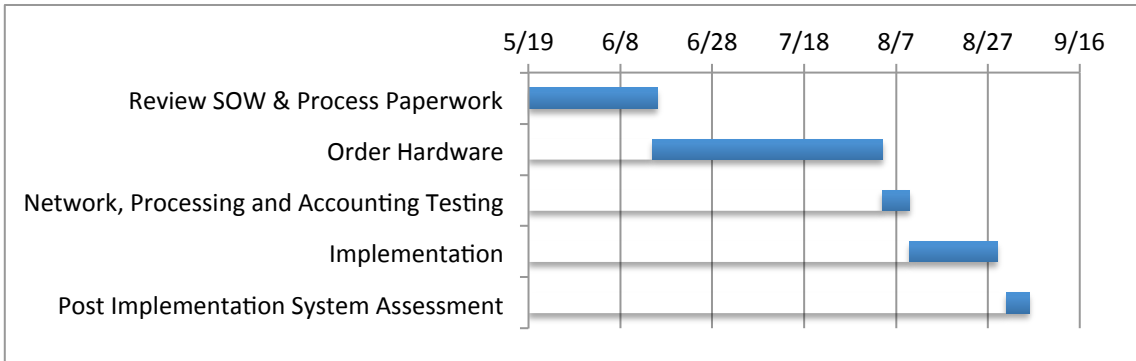
5 TSP – Fuel Station Dispenser Upgrade

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning																			
IT Project Manager: Ruben Khudaverdyan		Business Project Owner: Michelle Garcia																			
Start Date: 6/30/2015		Target Completion Date: 10/1/2015																			
<p>With the upcoming Europay MasterCard Card (EVM) Liability shift USC Transportation has decided to upgrade the current dispensers with EMV ready card readers.</p> <p>EMV technology protects payments by generating a unique, one-time code needed for the transaction to be approved. This feature makes it virtually impossible to counterfeit cards, helping to eliminate fraud.</p>																					
Accomplishments (for previous two weeks)																					
<ul style="list-style-type: none"> • Dispensers have been received by the supplier 																					
Planned for Next Two Week																					
<ul style="list-style-type: none"> • New Implementation date has been scheduled for Sept 24th 																					
Open Issues																					
<ul style="list-style-type: none"> • N/A 																					
Milestones																					
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Discovery</td> <td>6/30</td> <td>7/10</td> </tr> <tr> <td>SOW Review</td> <td>7/20</td> <td>7/30</td> </tr> <tr> <td>Schedule Implementation</td> <td>7/30</td> <td>9/8</td> </tr> <tr> <td>Testing</td> <td>9/8</td> <td>9/18</td> </tr> <tr> <td>Go Live</td> <td>9/18</td> <td>9/28</td> </tr> </tbody> </table>				Milestone	Start Date	End Date	Discovery	6/30	7/10	SOW Review	7/20	7/30	Schedule Implementation	7/30	9/8	Testing	9/8	9/18	Go Live	9/18	9/28
Milestone	Start Date	End Date																			
Discovery	6/30	7/10																			
SOW Review	7/20	7/30																			
Schedule Implementation	7/30	9/8																			
Testing	9/8	9/18																			
Go Live	9/18	9/28																			

6 HSP – Agilysys POS System Upgrade

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Ruben Khudaverdyan		Business Project Owner: Dirk de Jong	
Start Date: 5/19/2015		Target Completion Date: 9/21/2015	
<p>USC Hospitality has hosted the Agilysys POS solution on campus for several years across multiple retail and restaurant venues. To continue doing business and complying with industry standards such as PCI-DSS and Microsoft supported platforms, the governance committee has made a decision to upgrade the existing environment to a PCI supported platform, patch existing hardware up to date, implement a point-to-point-encrypted (P2PE) card processing method with the ability to process Europay, MasterCard, Visa (EMV) capable credit cards, and migrate the solution into a hosted data center environment that will be supported by the Agilysys technical team.</p> <p>The Agilysys upgrade project goals are to upgrade the current Agilysys Point-of-Sale (POS) terminals with additional random-access memory (RAM), Implement new server environment with Agilysys datacenter running IG 4.4.6, implement a local interface server for Blackboard communication, re-image all local POS terminals with POSReady 7, install and configure Ingenico P2PE modular terminals.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Conversion of retail locations had been completed 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Complete re-wiring of the Restaurants • Migrate restaurants to the hosted solution • Work with Agilysys on open issues 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			

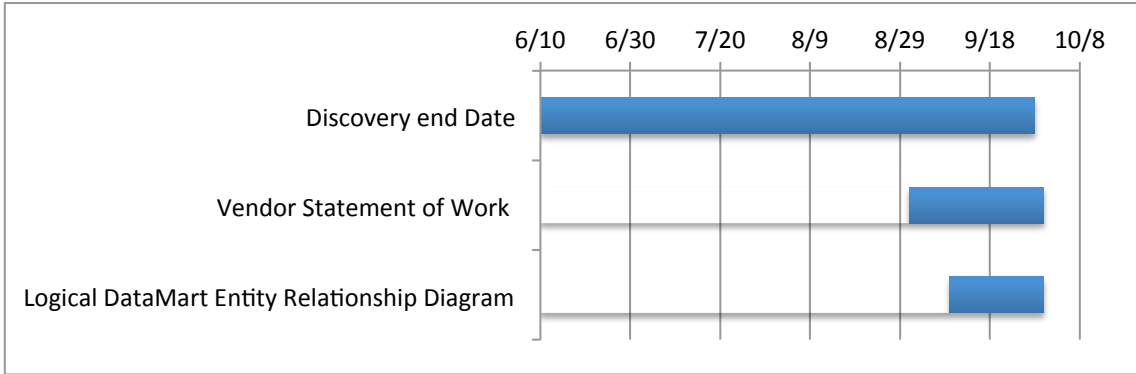
Milestones



7 SS – AS DataMart Discovery Project

Project Description		<input type="checkbox"/> On Target <input checked="" type="checkbox"/> Concern <input type="checkbox"/> Warning
IT Project Manager: Frank Juarez	Business Project Owner: Mark Ewalt	
Start Date: 6/10/2015	Target Completion Date: 9/30/2015	
<p>Auxiliary Services management has expressed a desire to create a flexible reporting environment that will take data from Auxiliary Services source systems and load it into a flexible reporting data environment.</p> <p>The scope of this project is to work with a consulting organization (Data41) to perform discovery on the various data sources for Auxiliary Services and to create a detailed plan and tools recommendation to build an Auxiliary Services DataMart Reporting environment. The initial target data sources for the first phase of this project are the Agilysys POS, KRONOS timekeeping, and CAPS cost of goods system.</p>		
Accomplishments (for previous two weeks)		
<ul style="list-style-type: none"> • Met with Data41 to refine scope • Met with ITS to discuss Data Warehouse tools and available data • Scheduled a meet with ITS to discuss the existing KRONOS/WorkDay integration as a possible data source • Met with Agilysys to discuss pricing and availability of Data as a Service 		
Planned for Next Two Week		
<ul style="list-style-type: none"> • Receive data dictionary and Data as a Service quotes from Agilysys • Meet with ITS to review potential enhancement to existing KRONOS/WorkDay integration 		
Open Issues		
<ul style="list-style-type: none"> • Discovery has highlighted data availability issues for many of the source systems. Team to resolve availability issues or re-scope project 		

Milestones



8 HSP – Event Planning Website

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning																
IT Project Manager: Sonali Bodiwala	Business Project Owner: Erika Chesley															
Start Date: 5/15/2015	Target Completion Date: *2016															
<p>Create a new website for Hospitality to manage event planning, to streamline the process. Events are created from Admin Ops website. Currently, hospitality manages these events manually through individual email client, which makes it difficult to audit/track events and missing information.</p>																
Accomplishments (for previous two weeks)																
<ul style="list-style-type: none"> Met with USC Campus Filming Office to gather their requirements 																
Planned for Next Two Week																
<ul style="list-style-type: none"> Meet with the remaining stakeholders for their requirements 																
Open Issues																
<ul style="list-style-type: none"> N/A 																
Milestones																
<table border="1"> <thead> <tr> <th>Task</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Gather requirements from all stakeholders</td> <td>8/24</td> <td>10/3</td> </tr> <tr> <td>Create Scope and Requirements documentation</td> <td>10/3</td> <td>10/23</td> </tr> <tr> <td>Work with Design Studio for wireframes and mockups</td> <td>10/23</td> <td>11/12</td> </tr> <tr> <td>Begin Development</td> <td>12/2</td> <td>12/22</td> </tr> </tbody> </table>		Task	Start Date	End Date	Gather requirements from all stakeholders	8/24	10/3	Create Scope and Requirements documentation	10/3	10/23	Work with Design Studio for wireframes and mockups	10/23	11/12	Begin Development	12/2	12/22
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Work with Design Studio for wireframes and mockups	10/23	11/12														
Begin Development	12/2	12/22														

9 BKS – Create a Mobile Friendly Website

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning																
IT Project Manager: Sonali Bodiwala		Business Project Owner: Holly Bedwell																
Start Date: 5/1/2015		Target Completion Date: 12/31/2015																
<p>With the recent changes on 4/21 to Google’s search engine, if a website is not ‘mobile friendly’, it may not show up on Google’s search results or may be displayed with lower score.</p> <p>The Scope of this project is to create a mobile friendly website for USC Bookstore.</p>																		
Accomplishments (for previous two weeks)																		
<ul style="list-style-type: none"> • Development re-started • Working with RBS to resolve a bug 																		
Planned for Next Two Week																		
<ul style="list-style-type: none"> • Continue development 																		
Open Issues																		
<ul style="list-style-type: none"> • N/A 																		
Milestones																		
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Development</td> <td>8/11</td> <td>10/10</td> </tr> <tr> <td>QA</td> <td>10/10</td> <td>10/30</td> </tr> <tr> <td>Bug fixes</td> <td>10/30</td> <td>11/19</td> </tr> <tr> <td>Go Live</td> <td>11/19</td> <td>12/9</td> </tr> </tbody> </table>				Milestone	Start Date	End Date	Development	8/11	10/10	QA	10/10	10/30	Bug fixes	10/30	11/19	Go Live	11/19	12/9
Milestone	Start Date	End Date																
Development	8/11	10/10																
QA	10/10	10/30																
Bug fixes	10/30	11/19																
Go Live	11/19	12/9																

10 BKS – Online Computer Store

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning																			
IT Project Manager: Sonali Bodiwala		Business Project Owner: Rehab Khouri																			
Start Date: 04/24/2015		Target Completion Date: 10/8/2015																			
<p>Computer Store would like to sell apple products online where customers will be required to enter a 10 digit USCID or the year they graduated for record purposes. At this time the gathered information will not be verified by the computer store.</p> <p>The look and feel will not change for the website in this phase.</p>																					
Accomplishments (for previous two weeks)																					
<ul style="list-style-type: none"> Met with users to review tasks and timeline After discussing with the user, the target completion date is changed to 10/8 to allow users to configure and test after rush. 																					
Planned for Next Two Week																					
<ul style="list-style-type: none"> Waiting for users to configure products and test 																					
Open Issues																					
<ul style="list-style-type: none"> N/A 																					
Milestones																					
<table border="1"> <thead> <tr> <th>Task</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Users to add/edit content in UPG</td> <td>8/11</td> <td>8/31</td> </tr> <tr> <td>Users to fulfill orders in UPG</td> <td>8/31</td> <td>9/10</td> </tr> <tr> <td>Users to review picklist to send content for</td> <td>9/10</td> <td>9/20</td> </tr> <tr> <td>Web Team to update email templates</td> <td>9/20</td> <td>9/30</td> </tr> <tr> <td>Prep VR & Go Live</td> <td>10/10</td> <td>10/20</td> </tr> </tbody> </table>				Task	Start Date	End Date	Users to add/edit content in UPG	8/11	8/31	Users to fulfill orders in UPG	8/31	9/10	Users to review picklist to send content for	9/10	9/20	Web Team to update email templates	9/20	9/30	Prep VR & Go Live	10/10	10/20
Task	Start Date	End Date																			
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Web Team to update email templates	9/20	9/30																			
Prep VR & Go Live	10/10	10/20																			

11 TSP – Update Transportation App for iOS and Android

Project Description ☒ On Target ☐ Concern ☐ Warning																			
IT Project Manager: Sonali Bodiwala	Business Project Owner: Tony Mazza																		
Start Date: 3/1/2015	Target Completion Date: 9/30/2015																		
<p>Add HSC routes, additional functionality (metro, metrolink, LADOT integration, redesign, optimize for new devices)</p>																			
Accomplishments (for previous two weeks)																			
<ul style="list-style-type: none"> Received feedback from Transportation and Design Studio Made changes to the app and sent for additional testing Update the iOS app so that campus cruiser hours are updated from the website Started development of the Android App 																			
Planned for Next Two Week																			
<ul style="list-style-type: none"> Once iOS app is approved, send to iTunes App Store Continue updating the android app 																			
Open Issues																			
<ul style="list-style-type: none"> N/A 																			
Milestones																			
<p>The Gantt chart displays the following milestones and their durations:</p> <table border="1"> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Send iOS App to users to test</td> <td>8/18</td> <td>9/2</td> </tr> <tr> <td>Launch iOS App</td> <td>9/2</td> <td>9/17</td> </tr> <tr> <td>Begin Android Dev</td> <td>8/23</td> <td>9/22</td> </tr> <tr> <td>Send Android App to users to test</td> <td>9/27</td> <td>10/2</td> </tr> <tr> <td>Launch Android App</td> <td>10/2</td> <td>10/7</td> </tr> </tbody> </table>		Milestone	Start Date	End Date	Send iOS App to users to test	8/18	9/2	Launch iOS App	9/2	9/17	Begin Android Dev	8/23	9/22	Send Android App to users to test	9/27	10/2	Launch Android App	10/2	10/7
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Begin Android Dev	8/23	9/22																	
Send Android App to users to test	9/27	10/2																	
Launch Android App	10/2	10/7																	

12 SS – KRONOS (Purchase & Implementation of additional time-clocks)

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning																
IT Project Manager: Ruben Khudaverdyan		Business Project Owner: Barbara Sladeck																
Start Date: 3/27/2015		Target Completion Date: 9/30/2015																
<p>Through a recent audit report, it has been identified that there is a need to install additional Kronos clocks throughout the Hospitality and Housing business unit.</p> <p>The goals of this project are to assess, quote, and implement additional time-clocks needed for operations Housing and Hospitality</p>																		
Accomplishments (for previous two weeks)																		
<ul style="list-style-type: none"> Completed Housing Device installation. Data and Electrical proposal has been approved for Hospitality BU 																		
Planned for Next Two Week																		
<ul style="list-style-type: none"> Install new data/electrical/activation in the identified location 																		
Open Issues																		
<ul style="list-style-type: none"> N/A 																		
Milestones																		
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Review Requirements</td> <td>3/27</td> <td>4/16</td> </tr> <tr> <td>Budget Approval</td> <td>4/16</td> <td>6/15</td> </tr> <tr> <td>Install Data/Electrical</td> <td>7/5</td> <td>9/23</td> </tr> <tr> <td>Go Live</td> <td>9/23</td> <td>10/13</td> </tr> </tbody> </table>				Milestone	Start Date	End Date	Review Requirements	3/27	4/16	Budget Approval	4/16	6/15	Install Data/Electrical	7/5	9/23	Go Live	9/23	10/13
Milestone	Start Date	End Date																
Review Requirements	3/27	4/16																
Budget Approval	4/16	6/15																
Install Data/Electrical	7/5	9/23																
Go Live	9/23	10/13																

13 SS – KRONOS Timekeeping – Scheduler Module Implementation

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning																									
IT Project Manager: Ruben Khudaverdyan		Business Project Owner: Barbara Sladeck																									
Start Date: 1/14/2015		Target Completion Date: 12/18/2015																									
<p>The AS business units have a complex and dynamic work schedule process. There is a need to have greater visibility for both the planning of work schedules and to dynamically assign employees to these schedules.</p> <p>The scope of this project is to work with the AS IT Payroll team to define requirements and to implement the KRONOS work-scheduling package. This will include updating of the KRONOS timekeeping system and the time clocks to integrate with this new functionality</p>																											
Accomplishments (for previous two weeks)																											
<ul style="list-style-type: none"> Completed a draft of the organizational map. 																											
Planned for Next Two Week																											
<ul style="list-style-type: none"> Process Interface change order required fro WorkDay Complete Org Maps configuration and install it into Dev. Continue the development of the Auxiliaries Scheduler Training Program 																											
Open Issues																											
<ul style="list-style-type: none"> N/A 																											
Milestones																											
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Review vendor SOW</td> <td>1/14</td> <td>2/5</td> </tr> <tr> <td>Demo Review</td> <td>3/5</td> <td>4/24</td> </tr> <tr> <td>Onsite SME Training</td> <td>3/5</td> <td>4/24</td> </tr> <tr> <td>Cost of Schedule Configuration</td> <td>6/13</td> <td>9/21</td> </tr> <tr> <td>Interface Configuration</td> <td>6/13</td> <td>9/21</td> </tr> <tr> <td>Deploy Internal Training Program</td> <td>9/21</td> <td>12/30</td> </tr> <tr> <td>Complete Implementation</td> <td>12/30</td> <td>2/18</td> </tr> </tbody> </table>				Milestone	Start Date	End Date	Review vendor SOW	1/14	2/5	Demo Review	3/5	4/24	Onsite SME Training	3/5	4/24	Cost of Schedule Configuration	6/13	9/21	Interface Configuration	6/13	9/21	Deploy Internal Training Program	9/21	12/30	Complete Implementation	12/30	2/18
Milestone	Start Date	End Date																									
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Interface Configuration	6/13	9/21																									
Deploy Internal Training Program	9/21	12/30																									
Complete Implementation	12/30	2/18																									

14 SS – KRONOS Custom Time Edit Report

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning																			
IT Project Manager: Ruben Khudaverdyan		Business Project Owner: Barbara Sladeck																			
Start Date: 3/27/2015		Target Completion Date: 9/30/2015																			
<p>Sr. Management has requested a custom time edit report to be built by the Kronos team.</p> <p>The scope of this project is to review the requirements found in the audit report and contract Kronos professional services for development.</p>																					
Accomplishments (for previous two weeks)																					
<ul style="list-style-type: none"> Requested changes have been changed and loaded into Dev. 																					
Planned for Next Two Week																					
<ul style="list-style-type: none"> Review and Sign-Off 																					
Open Issues																					
<ul style="list-style-type: none"> N/A 																					
Milestones																					
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Requirements Review</td> <td>3/27</td> <td>4/16</td> </tr> <tr> <td>Product Design Review</td> <td>4/16</td> <td>6/15</td> </tr> <tr> <td>Product Testing</td> <td>6/15</td> <td>7/25</td> </tr> <tr> <td>Product Design II</td> <td>7/25</td> <td>9/3</td> </tr> <tr> <td>Review & Implementation</td> <td>9/3</td> <td>9/23</td> </tr> </tbody> </table>				Milestone	Start Date	End Date	Requirements Review	3/27	4/16	Product Design Review	4/16	6/15	Product Testing	6/15	7/25	Product Design II	7/25	9/3	Review & Implementation	9/3	9/23
Milestone	Start Date	End Date																			
Requirements Review	3/27	4/16																			
Product Design Review	4/16	6/15																			
Product Testing	6/15	7/25																			
Product Design II	7/25	9/3																			
Review & Implementation	9/3	9/23																			

15 UCP – Create a new website for EMBA

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning																
IT Project Manager: Sonali Bodiwala		Business Project Owner: Darren James																
Start Date: 4/23/2014		Target Completion Date: 12/31/2015																
Create a new website for EMBA																		
Accomplishments (for previous two weeks)																		
<ul style="list-style-type: none"> Met with users to review the website and the timeline Users requested additional changes 																		
Planned for Next Two Weeks																		
<ul style="list-style-type: none"> Make changes requested Send for QA 																		
Open Issues																		
<ul style="list-style-type: none"> N/A 																		
Milestones																		
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Users to QA</td> <td>8/31</td> <td>9/10</td> </tr> <tr> <td>Receive final signoff</td> <td>9/15</td> <td>9/20</td> </tr> <tr> <td>Prepare production environment</td> <td>9/20</td> <td>9/30</td> </tr> <tr> <td>Go Live</td> <td>10/5</td> <td>10/10</td> </tr> </tbody> </table>				Milestone	Start Date	End Date	Users to QA	8/31	9/10	Receive final signoff	9/15	9/20	Prepare production environment	9/20	9/30	Go Live	10/5	10/10
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Users to QA	8/31	9/10																
Receive final signoff	9/15	9/20																
Prepare production environment	9/20	9/30																
Go Live	10/5	10/10																

16 BKS – VR P2PE Pin Pad Implementation

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning													
IT Project Manager: Ruben Khudaverdyan		Business Project Owner: Darren James													
Start Date: 7/27/2015		Target Completion Date: Q3 **On Hold**													
<p>Ratex Business Solutions RBS has informed USC that they will be offering a modular Point-2-Point-Ecryption (P2PE) solution for their Visual Ratex POS solution</p> <p>Some of the spoils of moving to P2PE solutions are the reduction of PCI scope and exposure. With the Implementation of P2PE pin pad terminals USC Bookstore will be able to reduce its PCI complexity from a Level D (most complex) to a medium level complexity</p>															
Accomplishments (for previous two weeks)															
<ul style="list-style-type: none"> • Project Start • Meet with business unit to review proposal 															
Planned for Next Two Week															
<ul style="list-style-type: none"> • Review feedback with the vendor and discuss implementation timeline 															
Open Issues															
<ul style="list-style-type: none"> • N/A 															
Milestones															
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Vendor SOW Review</td> <td>7/27</td> <td>8/16</td> </tr> <tr> <td>Vision & Scope Doc</td> <td>8/16</td> <td>9/5</td> </tr> <tr> <td>Implementation</td> <td>11/24</td> <td>12/14</td> </tr> </tbody> </table>				Milestone	Start Date	End Date	Vendor SOW Review	7/27	8/16	Vision & Scope Doc	8/16	9/5	Implementation	11/24	12/14
Milestone	Start Date	End Date													
Vendor SOW Review	7/27	8/16													
Vision & Scope Doc	8/16	9/5													
Implementation	11/24	12/14													

17 SS – Disaster Recovery Program

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning
IT Project Manager: Frank Juarez	Business Project Owner: Mark Ewalt	
Start Date: 4/1/2014	Target Completion Date: 9/15/2014 **On Hold**	
<p>Currently the AS IT team backs up data from our storage devices and file servers to a local SAN device located in the Carol Little building. Although having data backups gives us some capability for recovering any lost data it does not give us the ability to recover data and resume systems operations if the Carol Little building or the ITS data center is compromised or unable to function due to local emergencies effecting its operations.</p> <p><u>AS IT Disaster Recovery Program Description</u></p> <p>This program will limit the disruption to our Auxiliaries organization in the wake of a disaster or other critical outage. This plan once fully implemented will allow the organization to quickly resume mission-critical functions, and minimize the negative effects of a disaster. These file servers; storage devices and other critical system will be located at our offsite co-location facility located in Arizona.</p> <p><u>Benefits</u></p> <ul style="list-style-type: none"> • Restoration of Servers. • Restoration of Network Storage devices • Restoration of critical Business Systems. • Re-provisioning of the Auxiliaries Local Area Network to meet the immediate business needs. • Minimize the down time during any disaster or critical outage. 		
Accomplishments (for previous two weeks)		
<ul style="list-style-type: none"> • Continue configuration of replication sites • Requested switch replacement configuration from ITS • Replace faulty switch at SunGard, AZ • Continue replication testing and confirm functionality • Begin initial Technical documentation 		
Planned for Next Two Week		
<ul style="list-style-type: none"> • ** Due to project resource availability and higher priorities this project is being temporarily put on hold ** 		
Open Issues		
<ul style="list-style-type: none"> • N/A 		

18 ASIT – Asset Management (Absolute Manage)

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning
IT Project Manager: Frank Juarez	Business Project Owner: Mark Ewalt	
Start Date: 4/1/2013	Target Completion Date: TBD **On Hold**	
<p>As part of University requirements, Auxiliary Services IT will implement a computer asset management program.</p> <p>The goal of this project is to implement a product to both manage hardware and software inventory, as well as physically track hardware throughout its useful life. This product will also provide ASIT with a patch management and group policy management tool, which will also be rolled out during this project.</p>		
Accomplishments (for previous two weeks)		
<ul style="list-style-type: none"> • Proof of concept server installed • Absolute Manage software installed • Configure administrative accounts for Systems Analyst access • Configure Proof of Concept client installations 		
Planned for Next Two Week		
<ul style="list-style-type: none"> • The Asset Management solution has been changed to Cisco’s Meraki product • Meraki installation verification on all Aux devices • Creation of Meraki audit/exception reports for use by ASIT • Management and Support strategy draft creation 		
Open Issues		
<ul style="list-style-type: none"> • N/A 		

19 Archived Project Summary

Priority	Project Name	Requestor	Description
N/P	HSP – Expand URBNMRKT Landing Page to Website	Erika Chesley	Expand the existing single landing page for URBNMRKT into a complete, standalone website.
N/P	ADM – Automate Payroll Feed from Payroll to Accounting	Dave Racewicz	Automate the process so the feed from AIS is automatically converted into the data HR, the Controllers, and the Directors can use.
N/P	BKS – Sales Tax Table Integration Project	Marissa Tan	The ability to modify the backend so the process will update the sales tax according to shipper’s zip code for the states we can collect sales tax.
N/P	BKS – Mobile Applications for USC Bookstores	Darren James	Develop one or more applications using mobile technologies
N/P	HSP – Delphi CC Safeguard	Erika Chesley	Protect against unauthorized access or use of records or information which could result in harm or inconvenience to customer.
N/P	HSP – Web Online Ordering Application	Kris Klinger	Online Ordering Application
N/P	TSP – Interactive displays at UPC Bus Stops	Michelle Garcia	Implement KIOSKs at selected bus stops displaying bus route information
N/P	Create/Update Commencement Website	Mark Ewalt	Create a new website or update the bookstore website to streamline ordering from Herf Jones for Commencement
N/P	BKS – Figueroa Press Rewrite	Mark Ewalt	Rewrite of Figueroa Press website.
N/P	TSP – Implement QR Functionality	Michelle Garcia	Begin using QR for marketing at Transportation locations.
N/P	HSP – Norris Healthcare Center POS Implementation	Kris Klinger	Implement POS solution at the NHC
N/P	ASIT – Arc-Sight Log Depository Implementation	Frank Juarez	Implement System Log archival solution for Auxiliary Services.

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N/P	COL – Coliseum USCard Implementation	Joe Furin	Implement a process to accept USCard at the Coliseum
N/P	TSP – Flex/AIS Integration for IR	Noel Aguilar	When parking permits are issued against interdepartmental requisitions, the posting to both AIS and Flex is manual and managed separately.